

2014 IEEE

International Symposium on Antennas and Propagation and USNC-URSI Radio Science Meeting

July 6 - 12, 2014

Memphis Tennessee, USA





WELCOME MESSAGE FROM ATEF ELSHERBENI, GENERAL CONFERENCE CHAIRPERSON

Dear Sponsors and Exhibitors:

On behalf of the IEEE Antennas & Propagation Society, I cordially invite you to take part in the 2014 IEEE International Symposium on Antennas and Propagation and USNC-URSI Radio Science meeting, July 6-12, 2014, at the Memphis Convention Center, Memphis, Tennessee, USA. The 2014 APS-USNC-URSI Symposium is the premier international forum for the exchange of information on state-of-the-art research in antennas, electromagnetic wave propagation, radio science, and electromagnetic engineering. This symposium and meeting are co-sponsored by the IEEE Antennas and Propagation Society (AP-S) and U. S. Committee of the International Union of Radio Science (USNC-URSI). The symposium generally attracts over 1,500 attendees from around the world. Companies have historically attended the symposium in large numbers, and as an exhibitor, many opt to increase their exposure by adding a sponsorship package, as shown on page five below.

Reserve your exhibit space now

Exhibit space assignments begin in October 2013

Allocation is based on the timeliness of your application



**I'm looking forward to seeing you at
the 2014 APS-USNC-URSI Symposium in
Memphis!**

Atef Elsherbeni
General Conference Chairperson

2014 IEEE APS-USNC-URSI Radio Science
Meeting

Benefits for Symposium Attendees:

- Top-rated, peer-reviewed technical paper sessions
- Special and invited paper sessions of topical interest
- Short courses for additional educational opportunities
- Exhibitors showcasing their latest products and services
- Fun, imaginative, and entertaining social events
- World-class convention center, restaurants, and nearby hotels
- A chance to visit Memphis, home of the blues, birthplace of Rock 'n' Roll, and the starting point of soul music

Benefits for Symposium Exhibitors:

- Promotion, promotion, promotion! Sales, sales, sales!!
 - Thousands of symposium brochures to be distributed at various shows globally
 - Exhibitors registered by January 15, 2014 will be included in the conference promotional material published in the *IEEE Antennas and Propagation Magazine*
 - A professionally developed website that is easily navigated, searchable, current, which is linkable to your website, www.2014apsursi.org
 - Recognition on the APS-URSI, 2014 Smart Phone App
- Solid technical program to draw attendees from around the world
- Additional attendance with the USNC-URSI Radio Science Meeting
- An exhibitor committee staffed with experienced exhibiting, sales, and marketing professionals
- Memphis, Tennessee's many free museums and world renowned music scene, makes this city an emerging cultural and entertainment destination of the Southeast



July 6-12, 2014
Memphis, Tennessee, USA

IMPORTANT DATES AND INFORMATION

EXHIBIT SCHEDULE

Exhibit Floor Move In:

Exhibition Decorating Contractor Move-in:
Monday, July 7, 2014, 8 AM to 12:00 PM

Exhibitor Move-in:

Monday, July 7, 2014, 1:00 PM to 6:00 PM

Exhibit Floor Opens:

Tuesday, July 8, 2014, 9:00 AM to 5:00 PM
Wednesday, July 9, 2014, 9:00 AM to 5:00 PM
Thursday, July 10, 2014, 9:00 AM to 5:00 PM

Exhibitor Move-out:

Thursday, July 10, 2014, 5:00 PM to 8:00 PM

Exhibition Decorating Contractor Move-out:

Friday, July 11, 2014, 8:00 AM to 12:00 PM

Exhibit space applications and sponsorship commitments
may be completed online at the conference website:

www.2014apsursi.org

DATES FOR EXHIBIT DISCOUNTS AND ALLOCATION:

Last date to order exhibit space at discounted rate of \$3,000:
March 31, 2014

Rate for exhibit space after March 31, 2014: \$3,750.00

DATES FOR SENDING AD FILE MATERIAL:

Deadline for sponsor/exhibitor ad material for conference printed
program: May 2, 2014

Date for delegate bag promotional item insert: June 6, 2014

EXHIBIT EQUIPMENT INCLUDED WITH BOOTH SPACE RENTAL FEE:

10'X10' pipe and drapery back wall with 8' high back wall and 3' high
side rail drapery

One (1) 6' L draped table with two (2) side chairs

One (1) 7" x 44" company identification header sign

One (1) wastebasket

2014 APS-URSI EXHIBITION CONTACT INFORMATION:

Exhibits Chairperson:

Rhonda Rodriguez, ETS-Lindgren
email: Rhonda.Rodriguez@ets-lindgren.com

Exhibits Manager:

Della D. Smith, CMS, Inc.
email: dsmith@cmsworldwide.com

Conference Manager:

Ms. Billene Cannon, CMS, Inc.
email: billene@cmsworldwide.com

Corporate Sponsorship Chairperson:

Dr. C. J. Reddy, EM Software and Systems (USA), Inc.
email: cjreddy@emssusa.com

General Conference Chairperson:

Atef Elsherbeni, Colorado School of Mines
email: aelsherb@mines.edu



SUMMARY OF 2014 EXHIBIT SPECS

Exhibit Space (\$3,000):

Exhibit Hall

Carpeted Aisles

Furnished Break Areas

Cleaning of Common Areas

Co-located Exhibits & Major
Events in the Exhibit Hall

General Food Service & Dining
Area in Conventions Center

One standard (10'x10') exhibition space in the exhibit hall
Registration fee waived for two (2) exhibition representatives
Recognition on the conference website featuring linked exhibitor name and logo
Recognition in the conference program with exhibitor name and company logo

- Location
- Printed booth sign with name of company
- Rear pipe and drape
- Side pipe and drape
- One (1) draped table with two (2) side chairs
- One (1) wastebasket
- Customized options

Table Top (\$2,200):

- Location
- One (1) draped table with two (2) side chairs
- One (1) wastebasket
- Customized options



Please visit the website at www.2014apsursi.org to book your rooms
at the Sheraton Memphis Downtown Hotel (Headquarter Hotel)
Located at 250 North Main St. Memphis, TN 38103
via phone: (901) 527-7307
Reservations can be made at: [https://www.starwoodmeeting.com/
StarGroupsWeb/res?id=1310118535&key=76DB3](https://www.starwoodmeeting.com/StarGroupsWeb/res?id=1310118535&key=76DB3)

If you have any questions please contact
Ms. Della Smith, CMS, Inc. Exhibits Manager at
dsmith@cmsworldwide.com
via phone: (979) 846-6800



2014 IEEE International Symposium on Antennas and Propagation and USNC-URSI Radio Science Meeting



July 6-12, 2014
Memphis, Tennessee, USA

Promotion, Advertising & Sponsorship Opportunities

Diamond Sponsorship (\$50,000):

- Four (4) standard (10'x10') exhibition spaces (value of \$12,000) in the exhibit hall
- Registration fee waived for eight (8) sponsor company representatives
- Recognition in conference program (full page)
- Recognition in the Awards Banquet Program Booklet
- Recognition during the Awards Banquet Event at the conference
- Recognition on the conference website featuring linked sponsor name and company logo
- Recognition on the APS-URSI 2014 Smart Phone App

Platinum Sponsorship (\$20,000):

- Two (2) standard (10'x10') exhibition spaces (value of \$6,000) in the exhibit hall
- Registration fee waived for six (6) sponsor company representatives
- Recognition in conference program (half-page)
- Recognition in the Awards Banquet Program Booklet
- Recognition during the Awards Banquet Event at the conference
- Recognition on the conference website featuring linked sponsor name and company logo
- Recognition on the APS-URSI 2014 Smart Phone App

Gold Sponsorship (\$10,000):

- Two (2) standard (10'x10') exhibition spaces (value of \$6,000) in the exhibit hall
- Registration fee waived for four (4) sponsor company representatives
- Recognition in conference program (quarter page)
- Recognition in the Awards Banquet Program Booklet
- Recognition during the Awards Banquet Event at the conference
- Recognition on the conference website featuring linked sponsor name and company logo
- Recognition on the APS-URSI 2014 Smart Phone App

Silver Sponsorship (\$5,000):

- One (1) standard (10'x10') exhibition space (value of \$3,000) in the exhibit hall
- Registration fee waived for three (3) sponsor company representatives
- Recognition in conference program with sponsor name
- Recognition during the Awards Banquet Event at the conference
- Recognition on the conference website featuring linked sponsor name and company logo
- Recognition on the APS-URSI 2014 Smart Phone App

Bronze Sponsorship (\$2,000):

- Recognition in the conference program with sponsor name
- Recognition on the conference website featuring linked sponsor name and company logo
- Recognition on the APS-URSI 2014 Smart Phone App

Logo on Delegate Bag (\$5,000):

- This sponsorship features your company logo on each delegate bag.

Lanyards (\$3,000):

- Exclusive distribution of sponsor supplied lanyards (approximately 2000) with company logo and appropriate clip.

Exhibition Coffee Breaks (\$1,000 each):

- Exhibition coffee breaks take place in the morning and afternoon on the exhibit floor. Sponsorships are available for each coffee break on a first come, first served basis. Sponsoring company will be acknowledged on a poster board in the break area.

Awards Banquet (\$2,000):

- Your company logo will be displayed on a poster board in the banquet area, and your company will be acknowledged during the opening speech at the banquet.

For additional sponsorship information, please contact:
Dr. C. J. Reddy, EM Software and Systems (USA), Inc.
email Address: cjreddy@emssusa.com
or
Atef Elsherbeni, General Conference Chairperson
email Address: aelsheerb@mines.edu

Space Application Form and Agreement for Exhibit Sponsorship Opportunities, Symposium Support Items Advertising

Antennas & Propagation and USNC-URSI Radio Science Meeting
July 6-12, 2014, Memphis Convention Center, Memphis, TN, USA



Company Name _____
Address _____
City/State/Postal Code/Country _____
Telephone _____ Fax _____
Please address further correspondence to _____
Title _____
Telephone _____ email _____
Please reserve ____ booths at the ☐ **U.S. \$3,000.00 Early Rate (on or before March 31, 2014)**
☐ **U.S. \$3,750.00 Regular Rate (after March 31, 2014)**

SYMPOSIUM BOOTH SELECTION:

Booth numbers requested (in order of preference, please list your top three booth number preferences here):

It is important to provide us information in this form regarding the location of your booth in relationship to that of other booths in the exhibit area.
If there is another potential exhibitor you do NOT want to be near, such as a competitor, please indicate that company name(s) here.

If there is another potential exhibitor you DO wish to be located near, such as channel partner, please indicate that company name(s) here.

Booth preferences will be accommodated whenever possible and are available on a first come, first served basis. Please refer to the exhibit hall diagram on the prospectus.
We will do our best to accommodate your preferences.

SPONSORSHIP OPPORTUNITIES:

To maximize your organizations exposure at the symposium you may co-sponsor the symposium in the form of a grant, or you may co-sponsor a specific symposium function, event or promotional item purchased by the sponsor and supplied directly to the symposium. If you would like to discuss the elements and rewards of the co-sponsorship program, please refer to page 5 of the exhibitor prospectus for details and contact information.

- | | | | |
|-----------------------------------|----------|---|--------------|
| <input type="checkbox"/> Diamond | \$50,000 | <input type="checkbox"/> Logo on Delegate Bag | \$5,000 |
| <input type="checkbox"/> Platinum | \$20,000 | <input type="checkbox"/> Lanyards | \$3,000 |
| <input type="checkbox"/> Gold | \$10,000 | <input type="checkbox"/> Exhibition Coffee Breaks | \$1,000 each |
| <input type="checkbox"/> Silver | \$5,000 | <input type="checkbox"/> Awards Banquet | \$2,000 |
| <input type="checkbox"/> Bronze | \$2,000 | <input type="checkbox"/> Other | _____ |

Payment Checks should be made payable to IEEE-AP-S-URSI 2014, Federal Tax ID Number 13-1656633, or you may complete the credit card information below.

Credit Card Number for Booth/Support Fees (Visa/MasterCard/American Express)

_____ Security Code _____ Exp MM / YY _____

Total Payment \$USD _____ Name on Card _____

The issuer of the card identified on this item is authorized to pay the amount shown as Total Payment. I promise to pay such total (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such a card.

Billing Name _____ Billing Address _____

Signature _____

I, the duly authorized representative of the above-mentioned organization, subscribe and agree to all terms and conditions, including but not limited to, the rules and regulations stated with this form for co-sponsorship, grants and exhibit space and services at the 2014 IEEE International Symposium on Antennas and Propagation and USNC-URSI Radio Science Meeting.

Print Name _____ Title _____

Signature _____ Date _____

Return this application with payment to: Conference Management Services, Inc. (979) 846-6800 (phone)
IEEE-APS-USNC-URSI (832) 426-7760 (fax)
3833 South Texas Avenue, Suite #221
Bryan, Texas, 77802, U.S.A.

Terms and Conditions

2014 IEEE International Symposium on Antennas and Propagation and USNC/URSI Radio Science Meeting, July 6-12, 2014, Memphis Convention Center, Memphis, Tennessee, USA

1. **CHARACTER OF THE EXHIBITION:** The IEEE APS/USNC/URSI and its designated agent reserves the right to determine the eligibility of any company, product or service and the right to restrict, prohibit or evict any Exhibitor or product which detracts from the character of the Exhibition or for any violation of the following Terms and Conditions.
2. **LOCATION/DATES:** The 2014 IEEE International Symposium on Antennas and Propagation and USNC/URSI Radio Science Meeting will be held July 6-12, 2014, at the Memphis Convention Center, Memphis, Tennessee, USA. Show Hours:
Tuesday, July 8, 2014: 09:00 to 17:00
Wednesday, July 9, 2014: 09:00 to 17:00
Thursday, July 10, 2014: 09:00 to 17:00

The meeting management reserves the right to make changes in the Exhibit hours; however, such changes will be made known as far in advance of the Exhibition as possible. As part of the contract with IEEE, all Exhibitors must guarantee that their booth will be staffed during all show hours.
3. **INSTALLATION AND DISMANTLING:** Spaces will be accessible to Exhibitors for setting up displays on Monday, July 7, 2014, from 13:00 to 18:00. Packing and removal will be on Thursday, July 10, 2014, from 17:00 to 20:00. Packing and removal of Exhibits prior to the close of the Exhibition is prohibited. Exhibitors shall be liable for all storage and handling charges for failure to remove Exhibits by the specified time and date.
4. **BOOTH SIZE/FEE/EQUIPMENT:** A full exhibit area is 10 feet x 10 feet at a cost of U.S. \$3,000.00 (early rate) / U.S. \$3,750.00 (regular rate). Maximum height for all materials erected is restricted by the Convention Center. Exhibitors who are using an island or peninsula configuration must contact show management for permission in advance of move in. Failure to make final payment constitutes a cancellation of this contract. See Cancellations section of the Terms and Conditions for details. Standard equipment entitlements include: organization name on provided nameplate, organization listing and 75 word description per exhibitor in the on-site directory and on the Symposium web site, list of symposium attendees (post Symposium,) and two exhibitor registrations granting access to plenary and technical sessions as an audience member. Any additional equipment requirements may be acquired through show service vendors identified in the Service Manual.
5. **AUDIO/VISUAL:** Exhibitors are allowed to bring in their own audio visual equipment to use in their booths; however, show service personnel are not responsible for maintenance of such equipment. All A/V equipment leased through show services must be reserved in advance via the Service Manual forms.
6. **SPACE ASSIGNMENTS:** Space assignments are made by IEEE on a first-come, first-served basis, with all assignments made in the best interest of the Exhibition. The Exhibitor's booth location preference will be requested and assigned whenever possible. IEEE reserves the right to alter an Exhibitor's assigned space if it is deemed necessary in the best interest of the Exhibition and will consult with the Exhibitor before exercising this discretion.
7. **SUBLETTING OF SPACE:** The Exhibitor shall not assign, sublet or apportion the whole or any part of the space assigned or have representatives, equipment or materials from other firms than his own in the exhibit space without written consent of symposium organizers. Only one company shall be considered as the Exhibitor, any other company or unit in the space shall be considered a subsidiary or affiliate.
8. **GENERAL REGULATIONS:** Loudspeaker sound displays are prohibited. The symposium staff reserves the right to refuse any exhibit not in good taste or inconsistent with a meeting of this kind.
9. **SAFETY CONSIDERATIONS:** All exhibit and space materials must be in compliance with local fire and hazardous materials handling ordinances. Volatile oils, gases, other explosives or any substance prohibited by the city departments or authorities will not be permitted in the exhibition area. Likewise, all electrical work and wiring must be approved and installed in accordance with regulations.

Corridors leading to exit doors and all entrance and exit doors should be kept clear of obstructions at all times. No objects are to be attached to or suspended from the fire sprinklers or light fixtures on the ceiling. Under no circumstances should the fire alarm call points, fire hose reels, fire extinguishers and exits be blocked or access to them be impeded by exhibition booths, partitions, exhibits or other objects.
10. **OFFICIAL CONTRACTOR:** An official Contractor will be designated in the Service Manual to perform services for Exhibitors. No Exhibitor or representative shall contract for such services with other than the said official Contractor without the express written consent of symposium organizers, which, for reasons of security, in their sole discretion can deny such permission.
11. **ON-SITE REPRESENTATIVE:** Exhibitors shall keep an attendant in their space during all exhibit hours.
12. **SECURITY/LIABILITY:** Overnight security personnel will be present in the exhibit area. The Exhibitor assumes entire responsibility and agrees to protect, indemnify, and defend the Memphis Convention Center, IEEE, symposium sponsors and their employees and agents, harmless against all claims, losses and damages to persons or property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitor installation, removal, maintenance, occupancy or use of exhibit premises or a part thereof, excluding any such liability caused by the sole negligence of symposium organizers, its employees and agents. In addition, Exhibitors acknowledge that the show services contractors and IEEE do not maintain insurance covering exhibit property and that it is the responsibility of the Exhibitor to obtain business interruption and property damage insurance covering such losses sustained through exhibition.
13. **FACILITY DAMAGE:** Exhibitors, or their agents, must not injure or deface the walls or floors of the building, the spaces, or the equipment in the spaces. When such damage occurs, the Exhibitor is liable to the owner of the property so damaged.
14. **CANCELLATION:** If space contracted is canceled by the Exhibitor on or after May 16, 2014, or if the Exhibitor fails to occupy the space contracted, IEEE is entitled to the full amount of the space rental.
15. **AMENDMENT TO EXHIBITOR AGREEMENT:** Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the discretion of the Symposium organizers and IEEE.
16. **INABILITY TO PERFORM:** If IEEE should be prevented from holding the exposition by any cause beyond its control or if it cannot permit the Exhibitor to occupy his space due to circumstances beyond its control, IEEE will refund to the Exhibitor the amount of the rental paid, and IEEE shall have no further obligation or liability to the Exhibitor.
17. **SALES PROMOTIONS AND DRAWINGS:** All promotions conducted by the Exhibitor must be free of obligation on the part of the winner and participants. All promotions and drawings must be approved by IEEE prior to the opening of the event.
18. **CO-SPONSORSHIPS AND GRANTOR ENTITLEMENTS:** Completion of the co-sponsorship and grants portion of the Application Form is a commitment to support. Full payment must be received or the contract will be considered null and void and all promotional entitlements will be withdrawn. IEEE, at its discretion, may make reasonable changes, amendments or additions to entitlements. To be included in the Symposium On-Site program, as a Diamond, Platinum, Gold, Silver, or Bronze sponsor, IEEE must receive the contributor's signed Application and applicable donation by May 2, 2014. Missed deadlines are not remunerable by IEEE.
19. **COMPLIANCE WITH TERMS AND CONDITIONS:** IEEE, at its discretion, may make reasonable changes, amendments or additions to these Terms and Conditions. Interpretations of these Terms and Conditions shall rest with show management and non-compliance can result in ejection of the offending Exhibitor or closing of the Exhibit.

For any questions or further clarification of Terms & Conditions, contact:

Conference Management Services, Inc.
3833 South Texas Avenue, Suite #221
Bryan, Texas, 77802, U.S.A.
Telephone: 979-846-6800
Facsimile: 832-426-7760
email: dsmith@cmsworldwide.com

